



## Application Ranking Guide – Artists Activating Communities

This document is intended to act as a guide to assist applicants in composing successful applications to the **Artists Activating Communities** grant program.

A peer panel reviews all applications and work samples in a multi-step process that involves assigning numerical ranks to each application. The 6-point ranking system below is utilized and panelists' ranks are averaged to obtain the final score.

For each of the following rankings, the description refers to the contents of the application submitted, including work samples and attachments.

<b>6</b>	<b>Exemplary</b>	Meets all of the review criteria to the highest degree possible
<b>5</b>	<b>Strong</b>	Meets all of the review criteria in a significant manner
<b>4</b>	<b>Good</b>	Meets the majority of the review criteria; however, areas of the application need improvement, development or clarification
<b>3</b>	<b>Marginal</b>	Does not meet the majority of the review criteria in a significant manner
<b>2</b>	<b>Weak</b>	Significant inadequacies in addressing review criteria
<b>1</b>	<b>Ineligible</b>	Inappropriate for CAC support. Incomplete applications, applications with significant ineligible expenses, and proposals that do not meet program requirements are deemed ineligible.

Below, the qualities of exemplary applications (Ranked 6) in the **Artists Activating Communities** program are outlined, and the areas of the application in which those criteria will be assessed are identified.

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**Review Criteria #1: Project Design and Implementation:** Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives and achievable outcomes. Design articulates methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

### **Qualities of Exemplary Applications:**

- Artist's practice, process, and vision are fundamental to achieving project outcomes.
- Project activities and timeline are clearly articulated and support the realization of specific, community-driven needs or priorities.

- Project design includes meaningful, regular contact between the artist(s) and community members.
- Robust opportunities for engagement of community members in planning and/or implementation of project are evident. Application specifically differentiates engagement of community members as audience and as participants.
- Clearly articulated intended outcomes and methods for evaluating success.
- Resources, including time and funds, are effectively allocated, and project budget is realistic and complete.
- Applicant maps robust plan for community outreach and promotion, and documentation of program impact.

**Areas of Assessment:**

- Project narrative
  - Artist statement
  - Project budget
  - Documentation narrative
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**Review Criteria #2: Artistic Merit:** Artists involved in the project demonstrate skills, expertise, and experiences that are central to the outcomes of the project design. California artists are engaged at every stage of project design and execution.

**Qualities of Exemplary Applications:**

- Artist is highly skilled and accomplished in their craft.
- Artist demonstrates history of success in community-based work.
- Artist’s work and process is relevant for the community and the intended outcomes of the project.

**Areas of Assessment:**

- Artist(s) biographies
  - Artist statement
  - Work samples
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**Review Criteria #3: Community Impact:** Project demonstrates reach and/or depth of engagement in an identified community. Project responds to a need or set of priorities identified with the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified project outcomes.

**Qualities of Exemplary Applications:**

- The needs and contexts of the specific community being served guide the development of outcomes and activities.
- Applicant organization and artist demonstrate deep connection to and experience working with target community.

- Organization uses ongoing evaluation to assess programmatic strengths and areas for growth.
- Program design uses evaluation data to inform the development of the project.

**Areas of Assessment:**

- Community engagement narrative
  - Organizational history and mission statements
  - Artist statement
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**Review Criteria #4: *Management and Leadership:*** Ability of applicant organization to implement proposed project is clearly demonstrated by qualifications of project’s team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations.

**Qualities of Exemplary Applications:**

- Organizational leadership has significant experience in facilitating projects with individual artists.
- Organizational mission aligns with project goals.
- Staff and board membership are diverse and representative of the project constituents.
- Organization demonstrates strong fiscal health.
- Application, including project narrative and budget, are complete and free from error.

**Areas of Assessment:**

- Staff and board biographies
- Organizational history and mission
- DataArts funder report
- Completeness and accuracy of overall application